

NASA Wallops Flight Facility Visitor Center

Group Tour Guidelines & Scheduling Information

Thank you for your interest in touring the NASA Wallops Flight Facility.
To be eligible for a tour, your group must meet the required guidelines outlined below.

Group Eligibility Requirements

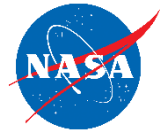
- Tours are free of charge and available to school, **EDUCATION AND CIVIC GROUPS ONLY** (4th grade level and up).
- School, education and civic groups are not permitted to charge their participants a fee to attend a tour (apart from cost of transportation) of the NASA Wallops Flight Facility (WFF).
- Tour groups must **PROVIDE THEIR OWN TRANSPORTATION** for tours. The NASA WFF Visitor Center (VC) does not provide transportation for tours.
- Everyone in the group must fit into **ONE VEHICLE** with an additional seat available for a Visitor Center Staff who will serve as the group's badged escort guide. Arriving with more than one vehicle will result in the cancellation of your tour.
- The **minimum** number of group participants per tour is **8**. If you arrive with less than the minimum required, your tour is subject to cancellation.
- The **maximum** number of group participants per tour is **20***. The maximum number of participants includes the group's tour guides and the bus driver if they are participating in the tour.
**Groups with more than 20 participants are eligible for a driving tour of Wallops Island only*
- **Returning groups** are limited to a **maximum** of **6** tours per calendar year*
**If the VC cancels your tour due to mission operations, the tour will not be included in the maximum number allowed per year.*

Scheduling Requirements

- Tours are offered on **TUESDAYS AND THURSDAYS ONLY** and must be booked at least **4 WEEKS** in advanced.
- **TOURS WITH FOREIGN NATIONALS** attending are required to schedule a tour and submit foreign national paperwork a minimum of **5 WEEKS** in advance to allow time to processing.*
The maximum number of Foreign Nationals per tour is **6*
**Please ask about the tour package option(s) available for groups with Foreign Nationals*
- Dates are based upon availability (first come, first serve).
- Base tours are scheduled to visit age appropriate stops only. Refer to "Tour Package Options: for details and descriptions.
- To confirm your tour, you must submit the following information 1 WEEK PRIOR to the scheduled tour date.*
- A list of names for **ALL** participants attending the tour (First and Last Names required). **NO CHANGES** can be made to the name list after 5 business day prior tour date.
**Your tour is not confirmed until the name list is received.*

Tour guidelines and scheduling information continues on the next page.

For more information call 757.824.2298 or visit <http://www.nasa.gov/centers/wallops/visitorcenter>



Group Tour Guidelines & Scheduling Information

Launch Operations and Mission Tour Policies

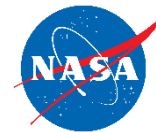
- For large scale missions, **NO TOURS ARE CONDUCTED DURING LAUNCH OPERATIONS**, this includes **5 BUSINESS DAYS PRIOR TO A LAUNCH WINDOW AND 5 DAYS AFTER A LAUNCH WINDOW**.
- For Sounding Rocket launches, **NO TOURS ARE CONDUCTED DURING LAUNCH OPERATIONS**, this includes **2 BUSINESS DAYS PRIOR TO A LAUNCH WINDOW AND 2 DAYS AFTER A LAUNCH WINDOW**.
- Both tentative and confirmed tour schedules are **SUBJECT TO CHANGE OR CANCELLATION** due to ongoing launch operations, launch date changes and upcoming missions/activities.

Pre-Trip & Arrival Information

- Your tour is not confirmed if you have not submitted the following information **1 WEEK PRIOR** to the scheduled tour date:
 - A list of **ALL** participants attending the tour (First and Last Names required). **NO** changes can be made to the name list after the 1 week mark.
- Tour group must meet the badged escort/guide at the NASA WFF Visitor Center. The badged escort **WILL NOT meet you at the WFF Main Gate.**
- Everyone **16 YEARS OF AGE OR OLDER** must have a valid **PHOTO I.D.** in order to be permitted on the base (School ID, Driver's License, etc).
- Foreign Nationals must bring their documents on the day of the visit (Visa, Passport, ESTA Forms, etc) *Foreign national paperwork must be submitted **5 WEEKS** in advance to allow time for processing.*
- Permanent Residents must bring their Green Card on the day of the visit.
- Please plan additional travel time to the NASA WFF Visitor Center to allow for the unexpected occurrence of traffic and other obstacles, an additional 30 minutes is recommended.
- Arriving more than **15 MINUTES LATE** for your scheduled start time will result in cancellation of all or part of your tour.
- While on the tour, the entire group must stay together, including bus drivers, chaperones, parents, teachers and students. No one is allowed to step away from the group.
- Groups touring the following facilities **MUST WEAR CLOSED TOE SHOES***:
 - Fabrication and Testing (F-10)
 - Aircraft Hangars (N-159 and D-1)
 - HIF (Horizontal Integration Facility)
 - Launch Pad Tours

Tour guidelines and scheduling information continues on the next page.

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Tour Package Options

- Half and full day tours are available: half day tours are conducted between 10 a.m. – 12 p.m. or 1 p.m. – 3 p.m. and full day tours are conducted between 10 a.m. and 3 p.m.
- Additional time can be scheduled for the following: self-guided tour of Visitor Center, viewing of NASA 360 film “Wallops Flight Facility” in Visitor Center Auditorium, viewing of Science on the Sphere 3-dimensional data sets and movies, cafeteria lunch at Wallops Flight Facility, picnic lunch on Visitor Center grounds and time to visit the Gift Shop.
- Tours are offered to 4th grade age level and up*.
**Tours of the Wallops Flight Facility Fire Department are available for grade levels K – 3rd. All other tour guidelines and deadlines apply.*
- For descriptions of each tour stop please refer to the “Tour Stop Descriptions” document.

***Tour Packages listed are Full Day, for Half Day tours choose two items from selected package**

***Suborbital Rockets**

1. Fabrication & Testing (2 stops)
2. Range Control Center
3. Wallops Island Driving Tour

***Orbital Rockets**

1. H-100 Processing
2. Range Control Center
3. Horizontal Integration Facility (HIF)
4. Launch Pad-0A Tour*

**Launch pad tours are weather permitting.*

***Wallops Overview**

1. Balloon Program Office
2. Aircraft Hangar
3. Range Control Center
4. Wallops Island Driving Tour

***Earth Science**

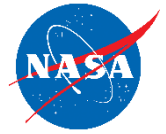
1. Aircraft Hangar
2. Balloon Program Office
3. NOAA*

Tours of NOAA are 1 hour long and the **maximum number of participants is **15**.*

- The Wallops Island Driving Tour and Launch Pad Tour can be added to any tour package in place of another tour stop. Please let the Events & Outreach Coordinator know about this change to the tour package when scheduling occurs.

Tour guidelines and scheduling information continues on the next page.

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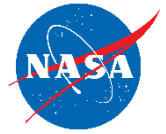
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Tour Stop Descriptions

1. **Fabrication and Testing Facility:** Visit the machine shop where the skins for the sounding rockets are built under the NASA Sounding Rocket Operations Contract (NSROC). NSROC is responsible for the fabrication of the sounding rockets launched at WFF and throughout the world. Also visit the testing facility where the rockets undergo rigorous testing before launched. (1 hour – 30 minutes in Fabrication & 30 minutes in Testing)
2. **Balloon Program Office:** Scientific Balloons offer a cost effective and efficient method for the collection of scientific data about the Earth and Space. Visit the laboratory that tests and develops new materials and technologies for scientific balloon research. (45 minutes)
3. **Range Control Center:** Go behind the scenes and see where launches are controlled. Discover the past, present and future of launches at Wallops Island. (45 minutes) or Observation Deck (30 minutes)
4. **Aircraft Hangar:** Wallops Flight Facility is home to a research airport that is used for runway testing, pilot flight practice, and the home base for numerous scientific studies. Tour the hangar with a NASA pilot, view aircraft up-close and learn about the current missions. (45 minutes)
5. **H-100 Processing:** Orbital ATK's rocket Antares takes cargo to the International Space Station from a launch pad on Wallops Island. Tour the H-100 processing facility and meet the team that is responsible for loading all the cargo into the Cygnus Cargo Module before launch (30 minutes)
6. **Wallops Island Driving Tour:** Enjoy a scenic drive around the Island Base where the launch pads are located at Wallops Flight Facility. (45 minutes)
7. **Horizontal Integration Facility:** Tour the newest facility on Wallops Island where the multistage rockets are integrated before launch. Managed by Orbital ATK, this facility highlights the latest in technological advances at Wallops Flight Facility (45 minutes)
8. **Launch Pad Tours:** Ever wonder what it's like to go to the International Space Station or the Moon? Get a behind the scenes tour of the Mid-Atlantic Regional Spaceport's (MARS) launch pads 0-A and 0-B which is where these launches take place. (30 – 45 minutes)
9. **National Oceanic & Atmospheric Administration (NOAA):** The NOAA station at Wallops is responsible for the US meteorological satellite data that is used by the National Weather Service and US Geological Survey (USGS) to forecast weather events act as search and rescue satellites (SARSAT) and also gather information from ocean buoys for the NOAA Data Buoy Center. Go behind the scenes and learn how the data is received through large satellite receivers and is distributed across the US and to other countries. (1 hour)

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Group Tour Guidelines & Scheduling Information

Want to schedule a tour?

Please contact the Visitor Center a minimum of 4 weeks prior to your visit. Tours are scheduled based upon availability.

Events & Outreach Coordinator: Shirley Lapole

Phone: 757.824.2298

Email: shirley.j.lapole@nasa.gov

Disclaimers

- Both tentative and confirmed schedules are subject to change or cancellation due to ongoing launch operations, launch date changes and upcoming missions/activities.
- Returning groups are limited to a maximum of 6 tours per calendar year*.
**If the Visitor Center cancels your tour due to mission operations, the tour will not be included in the maximum number allowed per year.*
- In order for your tour to be confirmed we require a list of ALL participants attending the tour 1 week prior to the scheduled tour date. (First and Last Name required). **NO CHANGES** can be made to the name list after 5 business days prior to tour date.
- To knowingly give false information to the federal government is a felony. (18 U.S.C. § 1001)
- The launch pad tours are subject to cancellation due to inclement weather. **NO** tour stop will be added to the schedule in place of this stop.
- If a group selects the Wallops Island Driving Tour, the participants will NOT be allowed to get off the bus for photo opportunities.
- No cell phones, key fobs or devices that transmit a signal are permitted in the Horizontal Integration Facility (HIF). ALL items must be left in the vehicle.
- We recommend a minimum of 8 weeks' notice for tour cancellations.
- The general public cannot join an organized group's scheduled tour.

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